

Crook County Deputy Coroner Job Description

SUMMARY

Direct activities such as pathological and toxicological analyses, and inquests relating to the investigation of deaths occurring within Crook County to determine cause of death or to fix responsibility for accidental, violent, or unexplained deaths.

PRIMARY RESPONSIBILITIES

1. Be professional and courteous with the deceased family.
2. Follow HIPPA regulations and be confidential.
3. Be on call 24-7, with days off-call scheduled with coroner.
4. Collect evidence for possible legal proceedings.
5. Inquire into the cause, manner, and circumstances of human deaths and establish the identities of deceased persons as accurately as possible.
6. Confer with officials of public health and law enforcement agencies to coordinate interdepartmental activities.
7. Remove or supervise removal of bodies from death scenes, using the proper equipment and supplies, and arrange for transportation to morgue
8. Arrange for the next of kin to be notified of deaths.
9. Observe, record, and preserve any objects or personal property related to deaths, including objects such as medication containers and suicide notes.
10. Other duties as assigned.

ADDITIONAL RESPONSIBILITIES

1. Complete death certificates, including the assignment of cause and manner of death
2. Inventory personal effects recovered from bodies, such as jewelry or wallets
3. Complete reports and forms required to finalize cases in a reasonable amount of time.
4. Coordinate the release of personal effects to authorized persons and facilitate the disposition of unclaimed corpses and personal effects.
5. Must be mentally sound.

KNOWLEDGE AND SKILL REQUIREMENTS

1. Basic reading, writing, and speaking in English and arithmetic skills required.
2. Ability to organize, plan and execute calls with minimal supervision.
3. Perform toxicology samples on the deceased if deemed necessary.
4. Operate a camera for photographs of the deceased and during scene investigations.
5. Certifications and ongoing education will be kept current.
6. Manual dexterity required for lifting the deceased, operating a vehicle, operating a computer and camera, etc.
7. Knowledge of Wyoming Coroner's Statutes, Wyoming Revised Statutes pertaining to collection of evidence and search warrants.

WORKING CONDITIONS

Work involves lifting of 100-250+ pound bodies. Work will sometimes be outdoors in all types of weather, or may be indoors in any type of situation. Loose fitting clothing and jewelry are not recommended. A county vehicle will be assigned and is expected to be kept tidy and in good working order.